

# State Safety Officer Certification Course

## Title: Risk Management Plan

## Exercise #2

**Standard:** NFPA 1521 5.1.1 2009 Edition, The Health and Safety Officer shall be involved in the development, implementation, and management of the official written risk management plan.

**Purpose:** The student is able to identify safety hazards in the firehouse and develop a Risk Management Plan to address the safety issues. The Risk management Plan that is developed could be used as an official departmental document.

**Instructor Instructions:** This exercise shall be assigned once the course material has been discussed. Students shall complete this report on their own time. Instructors shall set the time when the students must submit their work. The students shall receive appropriate amount of time to complete the exercise. Instructor shall grade the student's work using the Exercise #2 Evaluation form.

**Student Instructions:** The students shall develop a "Risk Management Plan" for their fire department. The student shall collect information from their own fire department for the plan. Information shall include student's departmental policies and procedures and injury and accident reports for the past three years. The Risk Management Plan shall cover firehouse operations only. All hazards and safety issues shall be addressed in the plan. This shall include floor hazards, proper lighting, and equipment placing. The plan shall be developed so that it can be submitted to the department as a usable plan.

The plan shall include:

- Risk identification; for operations at the firehouse of their fire department. List potential problems and safety issues.
- Risk evaluation; evaluate each item listed in the risk identification process using the following two questions.
  - What is the potential frequency of occurrence?
  - What are the potential severity and expense of its occurrence?
- Risk control; determine which control should be implemented and documented.
- Risk management monitoring and follow-up; set procedures for monitoring and evaluating plan.

Student's report setup

- Material is to be electronically submitted to the Instructor either by email or data transmitting instrument. .
- Material is to be setup as an official departmental document. (Departmental letterhead)

### Materials Needed:

Exercise 2 (PDF file)

Student's department Risk Management Plan (If available)

Student's department policies and procedures

Student's department data on accidents and injuries for three (3) years.

Example of a Risk Management Plan